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| Part 1: Organizational Profile and Capacity Use Part 1 of the application to provide basic information about your organization and to demonstrate its project management and administrative capacity. | | Total Points Available in Part 1: 100 |
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| 1. Provide basic information about your organization. | | |
| Name of Organization | | |
| Year Established | | |
| Overall Organizational Service Area | | |
| Primary Contact Person/Title | | |
| Site Address | | |
| Mailing Address (if different) | | |

| | |
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| Phone | |
| Fax | |
| Email | |
| Mission | |

Application Certification:

Signature of Authorized Representative (staff) Date

Signature of Governing Board President or Chair Date

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| 2. Provide information about the key staff at your organization who will have responsibility for this activity (add additional rows if necessary). | | | | Points Available: 15 |
| | | | | Score: |
| Key Staff | Name | Title | Job Responsibilities | Years with organization |
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| | | | | |
| Number of Full-time Staff | 2002 | 2003 | 2004 | 2005 |
| | | | | |
| Number of Part-time Staff | | | | |
| Number of Staff Departures (excluding interns) | | | | |

| 3. Provide information about your organization's Board of Directors. Add additional rows and expand cells as necessary. | | | | | | Points Available: 10 | |
|---|------|--------------|---|-----------------|--------------|----------------------|--|
| | | | | | | Score: | |
| Name | Role | Home Address | Stakeholder representation ¹ | Profession | Affiliations | Length of Tenure | |
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| | | | | Average Tenure: | | | |

¹ The Department strongly prefers that a majority of the organization's Board be stakeholders in the community of low- and moderate-income District households in one of three ways (use the following letter code to indicate for each Board member whether one or more apply):

- A – indicates that the member is him/her-self a member of a low-/moderate-income District resident household;
- B – indicates that the member owns or is a senior officer of private establishment and/or other institution located in and serving the District of Columbia's low-/moderate-income households; and/or
- C – indicates that the member is a representative of a District neighborhood organization with a proven track record of serving low- and moderate-income residents.

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| <p>4. Provide information to demonstrate that your Board possesses: (1) skills and/or experience related to affordable housing, community development, and neighborhood revitalization, especially related to first-time homebuyer assistance; and (2) legal, business, and management skills required to oversee this multimillion dollar partnership with the District's Department of Housing and Community Development. As appropriate, describe key Board initiatives within the past three years that demonstrate these capabilities</p> | <p>Word Limit: 300</p> | <p>Points Available: 10</p> |
| <p><insert response here></p> | | <p>Score:</p> |

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| 5. Please provide the following financial information about your organization. | | | | Points Available: 10 |
| | | | | Score: |
| | 2002 | 2003 | 2004 | 2005 |
| Annual Operating Budget | | | | |
| Operations Surplus (deficit) | | | | |
| Total Assets | | | | |
| Net Assets | | | | |

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| 6. Describe your organization's systems for managing finances, information, and administrative functions | Word Limit: 300 | Points Available: 10 |
| | | Score: |
| <insert response here> | | |

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|---|--------|--------|--------|--------|----------------------|--|
| 7. Please provide information about your organization's major sources of funding (over \$10,000). | | | | | Points Available: 10 | |
| | | | | | Score: | |
| 2003 | | 2004 | | 2005 | | |
| Funder | Amount | Funder | Amount | Funder | Amount | |
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| 8. Provide contact information for three references from funding sources or other entities who are well acquainted with your organization's ability to achieve positive outcomes within a budget and who are willing to provide detailed information about your organization's capacity and performance ² . | | | |
| | Organization | Contact Person | Telephone |
| a. | | | |
| b. | | | |
| c. | | | |

² DHCD reserves the right to act as its own reference (in addition to those listed) for any applicant.

| 9. Provide information about your organization's recent activities, demonstrating success in implementing performance-based outcomes. ³ Highlight recent accomplishments related to the proposed activity. Add additional rows and expand cells as necessary. | | | | | Points Available: 10 |
|--|-----------------------|--------|-------------------|-----------------|-------------------------------|
| | | | | | Score: |
| Activity Name | Partner Organizations | Budget | Target Population | Start/End Dates | Outcomes/Deliverable Products |
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³ Activities listed should have start dates no earlier than 2002

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| 10. Describe the standards, indices, or measures you would use to determine if an activity has met its goal(s). Expand cell as necessary. | Word Limit: 200 | Points Available: 5 |
| <insert response here> | | Score: |
| | 11. Describe your organization's systems for program management and tracking of accomplishments. Expand cell to an additional page as necessary. | Word Limit: 200 |
| <insert response here> | Score: | |

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| <p>12.a. Describe recent challenges faced by your organization and the process used to address those challenges.</p> <p>12.b. What are the most significant challenges facing your organization today, and how do you plan to respond?</p> | <p>Word Limit: 300</p> | <p>Points Available: 10</p> |
| | | <p>Score:</p> |
| <p><insert response here></p> | | |

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| Part 2: Proposed Activities and Outcomes for Homebuyer Assistance through First Trust Mortgage Interest Rate Buy-down | | Total Points Available in Part 2: 150 |
| Use Part 2 of the application to demonstrate both your knowledge of the need for this activity in the current real estate market and your organization's ability to address those needs. | | |
| 1. Program Description. Describe: <ul style="list-style-type: none"> • your understanding of the issues in the current residential real estate market facing first-time homebuyers, especially households of low-/moderate-income; • the activities—and specific mechanism—proposed to address this issue through the provision of first trust mortgage financing with interest rates “bought down” by the infusion of federal CDBG funds. • your organization's experience in delivering successful outcomes in related activities. What were the issues being addressed? What did your organization do in response? What evidence can you provide of your success? | Word Count: 500 | Points Available: 15 Score: |

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| <insert response here> | | |
| b) Please provide a brief work plan for the proposed activity in the space below (add additional steps as necessary). | | |
| Major Tasks | Start Date | Complete Date |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

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| <p>2. "Depth" of benefit</p> <ul style="list-style-type: none"> Describe the extent to which a market interest rate for a first trust mortgage will be reduced in <u>quantifiable terms for each District homebuyer/borrower</u> accessing the program. Answer should be quantified, supported by verifiable evidence, and consistent with the maximum level of award anticipated by DHCD (\$4 million). Indicate both the anticipated mortgage interest rate without the buy-down, and the resultant rate with the buy-down. The Department is particularly interested in proposals that demonstrate proportionately greater depth of benefit to households at <u>lower tiers of household income</u> than the program's maximum household income designation, 80% of AMI. | <p>Word Limit: 200 words</p> | <p>Points Available: 30</p> |
| <p><insert response here></p> | | <p>Score:</p> |

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| <p>3. "Breadth" of benefit</p> <p>Describe the number of District homebuyer/borrowers anticipated to be benefited with the level of interest rate buy-down described in the previous question. Answer should be quantified, supported by verifiable evidence, and consistent with the maximum level of award anticipated by DHCD (\$4 million).</p> | <p>Word Limit:</p> <p>150 words</p> | <p>Points Available: 30</p> |
| | | <p>Score:</p> |
| <p><insert response here></p> | | |

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| <p>4. Efficiency of benefit – Budget. Use the spaces below to provide an estimate of the total budget necessary to achieve the outcome described in the previous two questions. Be specific as to the amount of funds that will directly fund buying down the interest rate of first trust mortgages as opposed to the amount needed to fund other costs (project management/administration). [Note that income eligibility determination will be required for homebuyer/borrower clients for the buy-down product/program. Reports to DHCD on utilization of funds and homebuyer clients served will also be required.] For any personnel costs anticipated, list specific position types in the personnel category; likewise, list the specific types of services required in the Consultants and Contract Services category, if any. Expand cells and add rows as necessary. [NOTE: Do not include in “Other Funding” funds available to provide the first trust mortgages themselves; include only funds used to <u>facilitate or augment the buy-down</u> of the first trust interest rate.]</p> | Points Available: 40 | | |
| <p style="text-align: center;">Budget</p> | | | |
| Cost Categories | Required DHCD Funding | Other Funding | Total Costs |
| Buy-Down Funds | | | |
| | | | |
| Personnel (specify type) | | | |
| | | | |
| | | | |
| Consultants & Contract Services | | | |
| | | | |
| | | | |
| Other (specify) | | | |
| | | | |
| Total Costs | | | |

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| 5. Leveraging of Benefit.. Provide detail on the leveraging of “Other Funds” (previous question) that will support this effort. What is the source and how firm is the commitment of other funds? What proportion of the “buy-down” will be supported by funds other than DHCD/CDBG funds? In what other ways will other leveraged funds be used in support of this activity? [NOTE: As in response to the preceding question, do not include funds available to provide the first trust mortgages themselves; include only funds used to facilitate or augment the buy-down of the first trust interest rate.] | Word Limit: 300 words | Points Available: 15 |
| | | Score: |
| <insert response here> | | |

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| <p>6. Effectiveness of benefit marketing/targeting</p> <ul style="list-style-type: none"> Describe your organization's plan for marketing the product/program to District resident first-time homebuyers. In particular, describe the your plan for ensuring that the interest rate buy-down benefit will be successfully targeted to and accessed by income-eligible households, with a <u>priority for serving households at lower tiers of income</u> than the program's maximum household income designation, 80% of AMI. Be specific. | <p>Word Limit: 300 words</p> | <p>Points Available: 20</p> |
| <p><insert response here></p> | | <p>Score:</p> |